

Senior Leadership Team minutes

22 October 2018

Members

Paul Arnold (Chair)	Deputy Chief Executive Officer (Executive Director – Corporate Strategy & Planning)
Jonathan Bamford	Director of Strategic Policy (Domestic Policy)
Gill Bull	Director of FOI Complaints and Compliance
Louise Byers	Director of Corporate Affairs and Governance
Mike Fitzgerald	Director of Digital, IT and Customer Services
Suzanne Gordon	Director of Data Protection Complaints and Compliance
Andrew Hubert	Director of Resources
Simon McDougall	Executive Director – Technology Policy and Innovation
Andy White	Director of High Profile Investigations
Amanda Williams	Director of Strategic Policy (Parliament and Government Affairs)

Attendees

Robert Parker	Head of Communications
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Secretariat

Chris Braithwaite	Senior Corporate Governance Manager
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1. Introductions and apologies

Apologies were received from Elizabeth Denham, Emma Bate, James Dipple-Johnstone, Steve Eckersley, Anneke Schmider and Steve Wood, who were unable to attend the meeting.

Paul Arnold explained that Elizabeth Denham would continue to attend these meetings, but he would Chair them going forward. Given the extensive external commitments of the other Executive Team members, Paul's role as Chair would ensure continuity and a strong link with the ICO's other main committees.

2. Matters arising from the previous meeting

Minutes

The minutes of the last meeting were agreed

Actions and decisions

Simon McDougall reported that the item relating to the Technology Advisory Panel (previously Technology Reference Panel) had been completed. The meeting commented that such Panels may be useful for other sectors or areas of work. Paul Arnold confirmed that each Steering Group should consider this as appropriate, but should ensure that there was no unnecessary overlap or duplication.

3. Reporting against the Business Plan – Corporate Strategy and Planning Executive Directorate

Issue

Mike Fitzgerald, Louise Byers and Andrew Hubert presented a report providing an update against progress on the Corporate Strategy and Planning Executive Directorate's Business Plans. They commented that conducting a SWOT analysis had been a useful way of completing the overall performance summary section of the document. However, other Directorates may find alternative ways to complete this section and best practice should be shared.

Decision

Directorates to consider completing a SWOT analysis for the performance summary section of the Business Plan, but to share best practice if alternative ways of completing this section emerged.

Decision

The meeting agreed that the Business Plans should include links to the IRSP and other Strategies.

Actions

Chris Braithwaite to update the Business Plan template to include links to the IRSP and other Strategies.

4. Cookies on Website

Issue

Mike Fitzgerald presented a report outlining proposed changes to how cookies were used on the ICO website.

Decision

The cookie control tool to be updated.

Actions

Mike Fitzgerald to implement the change to the cookie control tool by the end of 2018.

5. Physical Security

This discussion on this item was not for publication.

6. Risk and Opportunity Register Review

Issue

The Risk and Opportunity Register was presented for review. Paul Arnold thanked Directors for their excellent work in updating the Register in to the new format ahead of the October 2018 Audit Committee meeting.

Decision

No specific changes to be made to the Register.

7. Any Other Business

Issue

Paul Arnold explained that at future meetings he would provide a summary of the issues discussed by Executive Team at their recent meetings.

Action

From November, Paul Arnold to provide SLT with a summary of the issues discussed by ET at recent meetings.